

ALCOHOL AND DRUGS

Staff and Contractors

Under no circumstances should staff ever be working whilst under the effects of drugs or alcohol. This would cause undue risk to other staff and personnel and to the general public – when staff are under the influence, they are unable to effectively and safely discharge their duties.

If you do not have one, you should consider creating a Drug and Alcohol Policy for your organization of project, and this is an area that should be covered in contractual agreements with staff and contractors.

Events

There are some events and projects that will serve alcohol as part of the event – either at a front of house bar, or during the event (such as at a music festival or gig). If you are going into an established venue that holds a liquor license, then the onus is on the license holder to ensure that legal and license obligations are adhered to.

However, if you are creating a stand-alone venue, or wish to serve alcohol in a venue that does not have a liquor license, you will need to obtain a Temporary Limited License (the following information pertains to Victoria only – if your event is interstate or overseas, different regulations will apply). Applications cost approx. \$55 and it is very rare that genuine applications are rejected, particularly for small seasons or events.

Important: changes to liquor licensing in Victoria mean that you now require a temporary limited license if you intend to give drinks away. If audience members have paid for a ticket or are invited guests to an event such as an opening night, the drinks are seen to be part of the overall experience and thus, a license is required even if you are not charging for the drinks.

You can apply for a Temporary Limited License here – the new system allows for automatic conditions to be placed on your license based on your particular requirements:

http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_license

If you intend to have more than 5000 people at your event, you will need to apply for a Major Event License:

http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_major_event_license

The Victorian Commission for Gambling and Liquor Regulation are very helpful and will be happy to answer questions and steer you in the right direction.

Sample Controls

HAZARD	Alcohol Service and/or Sales; Drugs				
INHERENT RISKS	Disruptive Behaviour, increased risk of Medical Emergency				
INHERENT RISK RATING	5E	TOLERATION LEVEL	MEDIUM	ACCEPTABLE RISK?	NO
CONTROLS TO BE IMPLEMENTED TO REDUCE RISKS	<ul style="list-style-type: none"> Alcohol sales only to be permitted from licensed venues Licensed venues to be bordered by walls or fencing to eliminate under-age access or overcrowding Licensed venues to be monitored by security where possible Security/staff to be vigilant in monitoring Event patrons and discreetly asking people to dispose of alcohol if it is discovered onsite, in non-licensed areas Security/staff to be present at all times and trained in the removal from the site of a drug or alcohol intoxicated person, in a discreet and safe manner Police to be called if an intoxicated person cannot be discreetly or safely removed from the performance precinct No Staff, Volunteers or Contractors are to be under the influence of alcohol or drugs while working on the event Existing licensed areas to actively promote Responsible Serving of Alcohol. Food supplied and available at all events where alcohol is available Free water station with large signage to be in place at events where alcohol is available Non alcoholic drinks readily available at all licensed areas 				
RESIDUAL RISK RATING	4E	TOLERATION LEVEL	MEDIUM	ACCEPTABLE RISK?	YES
RESPONSIBILITY	<ul style="list-style-type: none"> Event Team Licensees Bar Staff Staff and Contractors Venues/Sites 				

This document is current as at June 2019 and provides a summary of information from planning experts, along with relevant government and statutory bodies.

For further information and to ensure you are working to the most relevant and recent legislation and/or guidelines, visit:

- [City of Maribyrnong](#)
- [Worksafe](#)
- [Victorian Department of Health](#)
- [VCGLR](#)
- [Dancewise](#)
- [ADF](#)